



Board of Peace Officer Standards and Training

1600 University Avenue, Suite 200, Saint Paul, MN 55104
Main: (651) 643-3060 | www.mn.gov/post/

BOARD MEETING AGENDA

April 24, 2025

10:00 a.m.

This meeting will be held at the MN POST Board, 1600 University Ave, Ste 200, St. Paul, MN 55104

1. Call to order.
2. Approval of the agenda **ACTION.**
3. Approval of the board meeting minutes from January 23, 2025 (attachment) **ACTION.**
4. 6700.0501 **DISCUSSION.**
5. Variance request – Anne Lanier (attachment) **ACTION.**
6. Variance request – Seth Noll (attachment) **ACTION.**
7. Variance request – Erick Phillip Carl Olsen (attachment) **ACTION.**
8. Pre-service training **DISCUSSION.**
9. Appointment of new board vice-chair and announcement of committee assignments **ACTION.**
10. Executive Director report.
11. Licensure matters (closed to the public) **attachment(s) sent separately.**
10. Licensure hearing - Sievert.
11. Deliberations - Sievert (closed to the public).
12. Adjournment.



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BOARD MEETING MINUTES

January 23, 2025

Members Present

Chair Luke Hennen
Andrew Evans
Bobbie Holtberg
Jennifer Foster
Jim Yang
Nigel Perrote
Shawn Williams
Shelly Schaefer
Stephanie Burrage
Stephanie Revering
Tad Farrell
Tanya Gladney
Troy Wolbersen

Staff Present

Alicia Popowski
Angie Rohow
Erik Misselt
Katie Cederstrom
Michelle Haggberg
Mike Cumiskey
Rob Skoro
Sarah Zastrow
Schyler Beaty
Shari Bartness
Tahami Danial

Members Excused Absence

Kelly Phillips
Scott Kent

Members Absent

Jason Bennett
Justin Terrell

Counsel Present

David Cullen, A.G. Office
Christopher Kaisershot, A.G. Office

Others Present

Colton Blue, Variance Request

1. **Call to order:** Chair Hennen called the meeting to order on January 23, 2025 at 10:02 a.m.
2. **Approval of the agenda:** Chair Hennen asked for a motion to approve the agenda.
 - **MOTION:** Chief Revering made a motion to approve the agenda. Ms. Foster seconded the motion. The motion passed via unanimous voice vote.
3. **Approval of the Board meeting minutes on November 7, 2024:** Chair Hennen asked for a motion to approve the November 7, 2024 minutes.
 - **MOTION:** Dr. Williams made a motion to approve the minutes. Mr. Perrote seconded the motion. The motion passed via unanimous voice vote.
4. **R4850 Update:** Ms. Popowski spoke about the R4850 has been completed. The changes are on the Revisor's website.
5. **R6700.0501 reciprocity rule changes:** Ms. Popowski provided a presentation on the R6700.0501 with notation that this is a rule proposal, and the draft is still being worked on.

Following Subparts were discussed:

- Subp. 1. **Scope.**

- Subp. 2. **Basic peace officer ~~police~~ education.**
- Subp. 3. **Law enforcement officer.**
- Subp. 4. **[Repealed, 30 SR 903].**
- Subp. 5. **Postsecondary degree.**
- Subp. 6. **~~Years of experience.~~** Replaced with **Full-time.**
- Subp. 7. **Qualifications.** Replaced with **peace officer reciprocity A (full-time) B (part-time).**
- Subp. 8. **Military reciprocity.**
- Subp. ~~8~~ 9. **Eligibility.**
- Subp. ~~9~~ 10. **License eligibility.**
- Subp. ~~10~~ 11. **Applicability.**

Discussion ensued on Subp 7. The Board referred Subp. 7 back to the Rules Committee to develop a reciprocity option for those who have a significant amount of law enforcement experience, but do not have a degree or post-secondary education experience.

6. **Variance request – Colton Blue:** Ms. Popowski presented Mr. Blue’s variance request. Mr. Blue was present for the meeting. Mr. Blue is short the 5-year requirement (no degree) to take the MN reciprocity exam and is seeking a variance to take the exam.
 - **MOTION:** Dr. Schaefer made a motion for the Board to deny the petitioner’s request for a variance of Minnesota Rule 6700.0500, Subp. 3, because the statutory criteria for a discretionary variance has not been met. Ms. Foster seconded the motion. Motion passed via unanimous voice vote.
7. **Variance request – Helilamah Morin:** Ms. Popowski presented Mr. Morin’s variance request. Mr. Morin was not present for the meeting. Medical Services from City College- which is in Florida. City College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), which is a nationally recognized accrediting association by the U.S. Secretary of Education. City College does not meet definition of “school” in chapter 6700.
 - **MOTION:** Ms. Foster made a motion to deny the petitioner’s request for a variance per rule 6700.0100 Subp. 20 because the statutory criteria has not been met. Specifically, application of the rule to the petitioner would not result in hardship or injustice, variance from the rule would not be consistent with public interest, and the variance from the rule would prejudice the legal or economic rights of any person. Chief Revering seconded the motion. Ms. Bartness took a roll call vote with 10 “yes” votes to deny the variance and 3 “no” votes. The motion passed.
8. **Executive Director report:** Director Misselt provided a presentation for proposed changes to peace office training. He spoke about 43 states have a unified training system and Minnesota does not. He spoke about once this work has been completed it will be presented to the Board for their consideration.

Summary of Proposed Changes:

- Police training should be based upon adult learning principles with integrated, progressive, scenario-based training.
- Complete separation between higher education degree programs and preservice peace officer training.
- Pre-service peace officer training program (academy) will be the sole purview of MN POST as provided in Minn. Stats 626.84 – 626.8516.

- POST will develop a uniform training program that will be delivered by certified organizations in the method and manner prescribed by the Board.
- Training and evaluation metrics will be created by subject matter experts, educators and practitioners facilitated by POST.

Discussion ensued.

9. Licensure matters (closed to the public)
10. Licensure hearing – Siebsen: Mr. Kaisershot presented arguments and a closing statement during the open portion of the meeting.
11. Deliberations – Siebsen (closed to the public)
12. Adjournment: The meeting adjourned at 2:25 p.m.

6700.0501 RECIPROCITY LICENSING EXAMINATION.

Subpart 1. **Scope.** For the purposes of this part, the terms defined have the meanings given to them.

Subp. 2. **Basic peace officer ~~police~~ education.** "Basic peace officer ~~police~~ education" means:

A. a basic course recognized by a state council, state commission, state board, or state agency which leads to licensing or basic certification as a law enforcement officer where the appointing authority is located; or

B. a basic course sponsored by the federal government for its law enforcement officers, including but not limited to, the basic Drug Enforcement Administration's agent school, the Federal Bureau of Investigation's basic agent school, or the Federal Law Enforcement Training Centers' Uniformed Police Training Center's ~~uniformed patrol course~~ or Criminal Investigator Training Program ~~basic investigators course~~.

Subp. 3. **Law enforcement officer.** "Law enforcement officer" means: ~~a person appointed or employed as a peace officer in another state, or a federal law enforcement employee, who has full powers of arrest, authority to carry a firearm, and is classified in a law enforcement position by the office of personnel management, not including any time served in the United States armed services.~~

A. a person appointed or employed as a federal tribal law enforcement officer or a certified or licensed law enforcement officer in another state; or

B. a federal law enforcement employee, who has full powers of arrest, authority to carry a firearm, and is classified in a law enforcement position by the Office of Personnel Management, not including any time served in the United States armed services.

Subp. 4. [Repealed, 30 SR 903]

Subp. 5. **Postsecondary degree.** "Postsecondary degree" means an academic ~~title~~ degree awarded by a postsecondary institution which is accredited by a ~~member of one of the six regional accrediting associations~~ federally recognized accrediting association or recognized as meeting accreditation by a member of the National Association of Credential Evaluation Services (NACES). The post-secondary institution must be authorized to award degrees. ~~and authorized to award degrees, including, but not limited to, Associate of Arts (A.A.) degrees, Associate of Science (A.S.) degrees, Bachelor of Arts (B.A.) degrees, and Bachelor of Science (B.S.) degrees.~~

Subp. 6. **~~Years of experience.~~** ~~"Years of experience" means the total number of years~~

~~the applicant has been employed as a law enforcement officer since completing the basic police education course.~~ **Full-time.** An individual is considered employed full-time as a law enforcement officer if they are working, at a minimum, an average of 35 service hours per week.

Subp. 7. ~~**Qualifications.** A person who has completed a postsecondary degree, who has had three years of employment as a law enforcement officer after completing basic police education, who has served as a law enforcement officer during the past six years, and who has not had a peace officer license, certificate, or the federal equivalent suspended or revoked shall qualify for the reciprocity examination; or a person who has five years of employment as a law enforcement officer after completing basic police education, who has served as a law enforcement officer during the past six years, and who has not had a peace officer license, certificate, or the federal equivalent suspended or revoked shall qualify for the reciprocity examination.~~ **Peace officer reciprocity.** An individual qualifies for the reciprocity examination if they:

- A. have completed a postsecondary degree or a minimum of 60 postsecondary education credits, two years of full-time employment as a law enforcement officer after successfully completing basic peace officer education, worked as a law enforcement officer during the past four years, and has not had a peace officer license, certificate, or the federal equivalent revoked, rescinded, or currently or permanently suspended, or
- B. are not considered a full-time law enforcement officer but have completed a postsecondary degree or a minimum of 60 postsecondary education credits, worked a minimum of 3,640 hours as a law enforcement officer after completing basic peace officer education, worked as a law enforcement officer during the past four years, and have not had a peace officer license, certificate, or the federal equivalent revoked, rescinded, or currently or permanently suspended.

Subp. 8. **Military reciprocity.** Military personnel are eligible to take the reciprocity exam if they meet the requirements in Minnesota Statute 626.8517.

~~Subp. 8~~ 9. **Eligibility.** The eligibility for a person to take the reciprocity examination shall be void one year after qualifying for the examination. In order to reestablish eligibility, the person shall comply with subpart 7 and part 6700.0600. Reciprocity applications are valid for one year from the date they are approved by the Board. If the applicant does not take the examination within that year, they must reapply and comply with subparts 7 or 8 and part 6700.0600.

Subp. ~~9~~ 10. **License eligibility.** Upon successful completion of the reciprocity examination, a person is eligible for a peace officer license. If the person is not licensed after three years, the person may reinstate eligibility by again demonstrating qualifications for the examination pursuant to subparts 7 or 8 and must again comply with the provisions of part 6700.0600.

Subp. ~~40~~ 11. **Applicability.** This part shall not apply to a person who holds a ~~lapsed~~,
revoked, rescinded, or currently or permanently suspended peace officer license or
certificate.



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DATE: April 9, 2025

TO: Rules Committee Members

FROM: POST Staff

SUBJECT: Law Enforcement PPOE Focus Group Summary

As directed by the Rules Committee, POST staff hosted two focus group meetings with members of law enforcement to discuss the proposed changes to 6700.0300 and 6700.0400. The rule drafts presented to the focus groups were the same as those reviewed by the Board's subcommittee on Rules during its meeting on February 5, 2025. Law enforcement participants in the focus groups were asked to consider the proposed rules and share their thoughts on the questions listed below.

- What kind of training deficiencies, if any, are you encountering as your new hires work through the FTO program?
- Are you observing differences in new hires that may be attributable to where they attended preservice training? If so, what type of variation are you seeing?
- Would new hires and agencies benefit from a uniform, set curriculum that would ensure all new hires fresh out of preservice were taught the same material in the same manner/method?
- Would you be supportive of an enhanced skills/preservice program as described in the proposed rules? If you are or are not, why?
- Do you have other suggestions for preservice training?

The group discussions were guided by the participants themselves, therefore, readers of this memo will notice a variation in the topic areas covered by each group.

Focus Group No. 1- March 25, 2025

There were 17 law enforcement individuals who participated in the first focus group meeting which was approximately an hour and 45 minutes long. The focus group consisted of law enforcement administrators and trainers who deal directly with hiring and training new officers who have recently completed PPOE/skills. Group 1 generally agreed that preservice training in Minnesota needs to be more standardized (group 1 offered this may also be done by standardizing the skills component across all schools). Members of group 1 stated that they do notice differences in the skill sets and abilities of new hires. In some instances, the new officer's deficiencies are clearly a result of where they attend preservice training- one member stated that one of their new hires had only spent an hour on the range during their preservice training, resulting in a firearms training deficiency that needed to be rectified. In other instances, members stated it's difficult to determine if the inconsistencies they notice are a result of training, aptitude, life experience, or a combination thereof. Overall, group 1 stated they see deficiencies in the following areas: report writing, command presence, use of force determinations (knowing when to go hands on and the



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ability/will to execute hands on tactics), decision making, multi-tasking, and identifying elements of a crime.

Several participants of group 1 stated they could see a definite benefit of having a consistent/standardized preservice training program. The most cited benefit was that agencies will know exactly what training new hires received before being hired; therefore, agencies will have a definite starting point for their agency's academy or FTO program. In these circumstances, remedial training will be the result of the individual needing additional help/instruction rather than a lack of education on a particular subject during preservice training. Although they agreed there was a benefit to standardizing preservice training, other members expressed several concerns regarding the proposed rules. The concerns that came up during group 1's conversation was 1) the impact the proposed rules may have on smaller agencies, 2) how participants may be financially impacted (student loans/part-time training options for those who must work), and 3) how much input current practitioners would have in the development of the standardized curriculum.

In the context of the proposed rules, to mitigate some of the group's concerns, it may be beneficial to make the following modifications:

1. 6700.0300 subpart 5, item A
 - a. Item A states that the Board shall provide the curriculum in consultation with the Peace Officer Licensing Curriculum Advisory Committee. It was suggested that the rules should expand upon what this committee is, what their responsibilities are, and what percentage of its members must be law enforcement practitioners. This could be done via a new subpart or as subitems under item A.
2. 6700.0300 subpart 6
 - a. Subpart 6, in part, states that individual applicants are responsible for any costs associated with program entry requirements. This provision could be removed, allowing the costs to either be rolled into a student's tuition (thus covered by the school upfront) or by an agency. Ultimately, removing this provision would allow for schools, agencies, and program participants to work out how the requirements listed in subpart 6 will be paid for.

Focus Group No. 2- February 3, 2025

There were 10 law enforcement individuals who participated in the second focus group meeting which was approximately an hour and 45 minutes long. The focus group consisted of law enforcement administrators and trainers who deal directly with hiring and training new officers who have recently completed PPOE/skills. Group 2 generally agreed that preservice training in Minnesota needs to be more standardized. The members from group 2 stated they believe the educational requirement for law enforcement is adequate, but that there are basic practical application gaps in preservice training that agencies are having to make up for. Members stated that recruits are most deficient in the following areas: interviewing, report writing, decision



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making, use of force determinations, and practical constitutional and state law application. Members stated that, to them, it seems as though preservice training, including skills, has become more textbook and classroom based; leaving little, if any, time for practical application exercises. Instead, members stated that preservice training programs should be integrating classroom and textbook learning objectives with scenarios. These scenarios should incorporate a variety of topics designed to challenge a recruit's decision-making skills. Based on the conversations the group has had with their new hires, block training seems to be the primary method of instruction being used in the state's preservice training programs, which is not in alignment with evidence-based practices or adult learning principles.

When asked about the proposed preservice training rules, several participants in group 2 stated they saw benefits to an academy system. Participants stated a standardized training program would allow agencies to know what was taught and how before hiring someone. With that being said, members stated they wanted to make sure that the Board and other members of LE understand that a standardized program will not necessarily solve "problems" with new hires that are a result of generational differences or life experience. Although there are things that can be done to help mitigate "deficiencies" related to these two areas, such as running additional scenarios and requiring more mock reports, interviews, and court hearings, agencies will still have to make training adjustments on a case-by-case basis. Participants do hope, however, that standardized training will reduce the burden departments have taken on to get new hires proficient in/on basic law enforcement tasks that should have been covered during preservice training.

During the group's discussion of the proposed rules, it was made clear to staff that participants valued the program entry requirements described in 6700.0300 subpart 6. Participants stated that they have gotten applicants from PPOE schools who are ineligible for licensure because they do not meet the minimum selection requirements. The group unanimously agreed that individuals should not be allowed into a PPOE or any preservice training program if they do not qualify for licensure. Period. Members stated this is a waste of money for students and agencies alike and that schools should not be training someone for a profession they don't, per the rules, qualify for. During this discussion, the group also voiced the opinion that preservice training should be divorced from degree programs (meaning that they should not be able to be incorporated into the degree program itself). Divorcing preservice training from degree programs would reduce oversight complications and help promote consistency. Regardless of what extent the Board decides to standardize preservice training, participants articulated that there needs to be a more direct path to licensure for second career individuals. Participants stated individuals with life experience and a degree, regardless of what it is in, should not have to go back to college and take on additional debt to become a police officer. This practice is unfair and unsupported by research.

In conclusion, both groups agreed that there are notable training deficiencies among new hires attributable to preservice training and that the POST Board should standardize preservice training. Participant opinions regarding the extent to which standardization should occur and the methods by which standardization is achieved varied. In general, participants seemed open to the



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idea of an academy, but there were some concerns expressed by the participants ranging from the cost of the changes (specifically to students, schools, and agencies) to the logistics of creating an academy program. Some of these concerns can be addressed through rule while others may be addressed best via written operating procedures followed by the Board and its staff.

6700.0300 PROFESSIONAL PEACE OFFICER EDUCATION LICENSING CURRICULUM.

Subpart 1. **Subject areas.** ~~The professional peace officer education must minimally include instruction in the learning objectives approved by the board and based on the following subject areas:~~ The Peace Officer Licensing Curriculum shall teach learning objectives based on the following categories:

- A. core competencies; ~~history and overview of the criminal justice system;~~
- B. foundational knowledge; ~~Minnesota statute law;~~
- C. performance of peace officer duties and tasks; and ~~constitutional law and criminal procedure;~~
- D. tools, techniques, and tactics. ~~juvenile justice system and procedure;~~
- E. ~~patrol procedures;~~
- F. ~~criminal investigation and testifying;~~
- G. ~~human behavior and crisis intervention;~~
- H. ~~defensive tactics and use of force; and~~
- I. ~~cultural awareness and response to crime victims.~~

~~The organization of the curriculum and the location of delivery of curriculum components is the responsibility of the certified school's governing body. Certified organizations must teach the curriculum in the form and method designed by the board. Certified organizations may request permission from the board to add to the curriculum. Curriculum additions must be pre-approved by the board and the certified organization must supply the board with supporting documentation to ensure the addition does not conflict with the set curriculum or any rules or statutes.~~

Subp. 2. **~~Waiver.~~** ~~Participation or continued instruction in a particular subject area in subpart 1 may be waived by the coordinator upon satisfactory evidence of approved equivalent training.~~ **Eligibility.** An individual is eligible to participate in the Peace Officer Licensing Curriculum if they:

- A. possess an academic degree awarded by a postsecondary institution accredited by a federally recognized accrediting association, or recognized as meeting accreditation by a member of the National Association of Credential Evaluation Services (NACES), and is authorized to award degrees; or
- B. possess a minimum of a high school diploma or GED and are eligible for enrollment into a certified school's program that has been approved by the Board to integrate the Peace Officer Licensing Curriculum within a two- or four-year academic degree program. Enrollment is subject to the school's admission standards for the degree program as well as entry requirements for the Peace Officer Licensing Curriculum as required in subpart 6. The individual must have a confirmed degree and successfully complete the licensing curriculum to be eligible for consideration for licensure.

Subp. 3. **Minimum requirements for certified organizations.** ~~All certified schools shall~~

~~comply with the minimum requirements in subpart 1 and shall furnish reasonable and necessary proof to the board to verify that the provisions of subpart 1 are being met. Nothing in parts 6700.0100 to 6700.1800 precludes any certified school from enacting rules which establish standards of training above the minimum requirements in subpart 1. A certified organization approved by the board to provide the Peace Officer Licensing Curriculum shall comply with the requirements in subpart 1 and shall furnish the documentation requested by the board to verify that the provisions of subpart 1 are being met.~~

Subp. 4. **Learning objectives.** Periodically the board may revise the learning objectives applicable to the content of the professional peace officer education as outlined in subpart 1. These revisions must be incorporated into the professional peace officer education of the certified program. **Compliance reviews.** The Board must conduct a compliance review of each certified organization offering the Peace Officer Licensing Curriculum, at a minimum, once every three years. Compliance reviews may be conducted more often than once every three years at the board's discretion.

Subp. 5. **Licensing curriculum.** The board shall provide the curriculum to certified organizations.

- A. The board shall provide the curriculum in consultation with the Peace Officer Licensing Curriculum Advisory Committee.
- B. The board, through the Training Committee, shall ensure that the curriculum is thoroughly reviewed, minimally, once every three years. The board may review or revise the curriculum more than once every three years as needed to incorporate changes in law or best practices.
- C. The board must provide certified organizations offering the Peace Officer Licensing Curriculum a reasonable period of time to incorporate any revisions made to the curriculum.

Subp. 5.6. **Participation requirements Peace officer licensing curriculum enrollment requirements.** Individuals wishing to enroll in a certified organization's Peace Officer Licensing Curriculum must complete the board's application and satisfy the requirements in this subpart to be eligible. Applicants are responsible for any costs associated with the listed requirements. Certified organizations are responsible for ensuring individuals meet the requirements described in this subpart.

~~A. All certified schools shall develop standards for admission to the professional peace officer education courses. These standards must measure the student's likelihood of successful completion of the program.~~

~~B. No student may be admitted to the professional peace officer program who:~~

- ~~(1) poses a serious threat to the health or safety of themselves or others; or~~
- ~~(2) has been convicted of any crime listed as a disqualification from appointment to the position of peace officer under part 6700.0700, subpart 1, item D.~~

~~C. If a student is denied admission or participation in the professional peace officer education program because of any of the requirements in item A or B, the certified school shall inform the student of the denial and its reasons for the denial. The certified school shall also afford the student a formal appeal process. That appeal process must be reduced to writing and provided to each student who is denied admission or participation in the program because of any of the requirements in item A or B.~~

~~D. Prior to admission to the professional peace officer education program, all students must be advised in writing of the minimum selection standards under part 6700.0700, using an advisory form developed by the board. In addition, students shall be advised in writing of the credit transfer agreements which the certified program has established with upper division institutions in Minnesota.~~

A. Applicants must possess a valid Minnesota driver's license or a valid license from another state. The applicant must acquire an official copy of their driving record from the Minnesota Department of Public Safety, Division of Driver and Vehicle Services, and its equivalent from another state if licensed elsewhere. The records must be provided to the certified organization's director for review.

B. Applicants must submit the board's physical assessment form, completed and signed by a licensed medical professional, to the certified organization's director stating the applicant is free from any physical condition that would adversely affect the applicant's ability to perform the duties of a peace officer.

C. Applicants must submit to a psychological screening to assess their general suitability for law enforcement and meet the statutory requirements. A psychologist licensed in Minnesota or the state in which the psychologist practices must review the results of the screening and submit a written opinion to the certified organization stating whether the applicant is fit to enter the Peace Officer Licensing Curriculum.

D. Applicants must pass a criminal history background check completed by the Bureau of Criminal Apprehension. Applicants must comply with applicable Minnesota Statutes and provide the required documents, fees, and other necessary items to the Bureau of Criminal Apprehension so the background check may be completed and shared with the POST Board and certified organizations.

E. Applicants must sign the Board's advisory form and attest they meet the minimum selection standards as described in part 6700.0700. If applicants are found not to meet the minimum selection standards, or violate the standards while enrolled in the curriculum, applicants or participants may be denied entry into the Peace Officer Licensing Curriculum or be dismissed from a certified organization's program. The exception to this standard would be part 6700.0700 subpart 1, items C, J and K. Certified organization directors shall use applicant criminal history information and psychological screening results as described in item C of this subpart to verify applicants meet the minimum selection standards to the best of the director's ability.

If an applicant is denied entry into the licensing curriculum, the certified organization shall inform the applicant of the basis for the denial in writing.

Subp. 6 7. **Certified school's organization responsibilities.** The certified school's organization's responsibilities include the following:

~~A. The certified school shall be responsible for maintaining and making available to the board and executive director pertinent information on all classes conducted in the certified school. The coordinator shall notify the executive director of students who have successfully completed the professional peace officer education. The certified organization must cooperate fully with scheduled or random inspections of licensing curriculum training materials, facilities, and equipment. Additionally, the certified organization must supply any documents or records kept on licensing curriculum participants, as permitted by law, when requested by the Board to ensure the certified organization's compliance with this part and rule 6700.0400.~~

~~B. The certified school shall implement a records retention schedule requiring that curriculum materials used in the delivery of professional peace officer education be retained for five years. The materials must include course outlines, bibliographies, and other materials which would document the contents of the certified school's curriculum. This document applies to courses offered both on the certified school's campus and at any contracted extended sites. The certified organization shall implement a records retention schedule requiring the materials used to deliver the Peace Officer Licensing Curriculum be retained in compliance with applicable data practices law, or minimally, for seven years. The materials must include any documentation that would establish compliance with the board's established curriculum, regardless of the location of the training.~~

~~C. The chief executive officer of the certified school shall, by October 1 of each year, file with the board an affirmative action plan and such other relevant information as the board may require. The affirmative action plan must include specific goals and objectives which describe measurable statements of performance for the recruitment and retention of minority students and women in the certified school's professional peace officer education program. By September 1 of each year, the chief executive officer of the certified school shall submit a written report to the board evaluating the effectiveness of the special goals and objectives included in the affirmative action plan from the previous year. "Minority student" means a Black, Hispanic, Asian or Pacific Islander, American Indian, or Alaskan native person. Relevant information may include lesson plans and course outlines.~~

~~D. When a coordinator leaves a certified school, the chief executive officer of the certified school must notify the board no later than 20 days after the coordinator has left the position, and provide the board with the name of the new coordinator. The signature facsimile of the new coordinator must accompany this notification. Any person appointed as a coordinator after January 1, 1990, must have a bachelor's degree in law enforcement, criminal justice, education, social or behavioral science, or related field and at least three years of experience with a criminal justice agency.~~

Subp. 8. Director Requirements.

A. An individual appointed as a certified organization's director shall:

- 1) possess a bachelor's degree or advanced degree in law enforcement, criminal justice, education, social or behavioral science, or a related field;
- 2) have at least four years of experience as a full-time licensed or certified peace officer;

- 3) have at least two years of experience instructing or teaching; and
 - 4) complete an adult learning, instructor development, or curriculum development course prior to or within the first two years of being employed as a director with a certified organization.
- B. Coordinators of Professional Peace Officer Education programs who were appointed coordinator prior to (DATE) may take on the role of director without meeting the new requirements of item A so long as they are appointed director with the same organization and their appointment is continuous. If a coordinator's appointment is terminated or the individual seeks appointment with a different certified organization, they must comply with the requirement listed in item A.
- C. Certified organizations must submit a director appointment form to the board for review and receive the board's approval before an appointee may take on the official capacity of director. The director appointment application will be vetted by the Board's Training Committee before being sent to the full Board for final approval.
- D. When a certified organization's director is no longer assigned to that position, the chief executive officer, chief law enforcement officer (CLEO), or designee of the certified organization must notify the board as soon as the director's last day of assignment is known. Similarly, certified organizations must notify the Board when a new director has been chosen as is described in item C.

Subp. 7.9. **Instructor requirements.** ~~All instructors who teach law enforcement courses in a certified school shall possess a postsecondary degree, or have professionally recognized training and experience to teach the assigned subject matter. This part shall not preclude the use of guest lecturers.~~

- A. All instructors who teach the Peace Officer Licensing Curriculum shall:
- 1) possess a postsecondary degree;
 - 2) have experience that equates to, at a minimum, three years of full-time work experience in a law enforcement or criminal justice related field;
 - 3) have recognized training and experience to teach the curriculum subject matter; and
 - 4) complete an adult learning, instructor development, or curriculum development course prior to or within the first two years of being employed as an instructor with a certified organization.
- B. Certified organizations must maintain documentation on each instructor who teaches any portion of the curriculum. The documentation must include the instructor's resume and relevant qualifications. This section does not apply to guest lecturers.

Subp. 8.10. **Safety policies required.** Each certified ~~school~~ organization shall implement a formal written safety policy which incorporates specific rules, procedures, and protocols to ensure the safety of participants and staff ~~student and faculty safety~~ as well as provide a safe, humane, and educationally sound learning environment. These policies must contain, at a minimum, the following at least:

- A. a process for ~~students~~ participants to identify any preexisting injuries or medical restrictions which may affect their ability to safely participate in ~~the~~ training;

B. a prohibition against unduly harsh training activities, or training activities which are designed to humiliate or inappropriately accentuate ~~student~~ participant shortcomings;

C. the options available to support the mental health and overall well-being of program participants and instructors;

~~–C.~~ D. a process for written documentation of details associated with any ~~student~~ participant injury which occurs during any training course. Specific injury trends and any particularly high risk training practices or techniques shall be evaluated, amended, or eliminated if safe environments cannot be ensured;

~~–D.~~ E. guidelines ~~to directing~~ directing instructors to reduce instructional pace and intensity during heat waves, cold waves, or other adverse climatic or environmental conditions; and

~~–E.~~ F. a prohibition against depriving ~~students~~ participants of necessary food, water, or protective equipment when engaged in physical or psychomotor skills training.

Subp. 9 11. **Policies provided.** ~~Students~~ Participants and ~~faculty~~ instructors shall be provided ~~with~~ a copy of the written safety policy required in subpart 8 10. Instructors shall review this policy in the form of a safety briefing prior to any psychomotor skills training.

Subp. ~~10~~ 12. **Documentation of completion.** ~~The registrar's office of each certified school shall retain documentation on an official school transcript which indicates the manner in which the student completed the professional peace officer education courses. The certified organization's director shall retain records to document each participant's completion of the Peace Officer Licensing Curriculum. These records shall be retained in compliance with applicable record retention requirements, or minimally, for seven years.~~

6700.0400 CERTIFICATION OF SCHOOLS AND LAW ENFORCEMENT AGENCIES.

Subpart 1. **Application.** ~~Upon filing a proper application, a school desiring certification shall be reviewed by the board. The board will not consider certification unless the school has shown a documented need for its program. The school must also file with the board satisfactory proof that the school will offer courses meeting the prescribed learning objectives, has reasonable training equipment and facilities including library, and has qualified instructors. All applications for certification must be accompanied by evidence that the higher education system office governing the applicant school has approved the application of the school and, if required, that the application has been approved by the Minnesota Office of Higher Education. An organization seeking certification from the Board to deliver the Peace Officer Licensing Curriculum must submit an application to the executive director. The application must include the supporting documentation listed in this part to demonstrate compliance with subpart 2:~~

- A. statement of purpose and need;
- B. if the organization is a school, proof of accreditation;
- C. a signed acknowledgement of acceptance of the program by the school's president or the agency's Chief Law Enforcement Officer;
- D. a signed acknowledgment stating the school or agency will adhere to the curriculum;
- E. a director appointee and list of instructors including certifications and resumes; and
- F. a strategic plan and a detailed list of the facilities, equipment, and locations the agency or school plans to use in delivering the peace officer licensing curriculum.

Subp. 2. **Minimum standards for certification.** To become certified to deliver the Peace Officer Licensing curriculum, the school or law enforcement agency must:
Provisional certification. ~~Upon review of an application, properly filed by a school, and having determined that the school has met the requirements in subpart 1, the board shall grant provisional certification until such time as an on-site evaluation and inspection has been completed.~~

- A. deliver the board approved curriculum in the form and method prescribed by the board as stated in 6700.0300 subpart 1; and
- B. possess or have access to the appropriate physical facilities and necessary equipment for training, including but not limited to, classrooms, a firearms range, space suitable and safe for defensive tactics training, and an emergency vehicle

operations track.

Subp. 3. **Secondary training facilities.** Certified organizations may use secondary training locations or facilities for firearms and emergency vehicle operations training if:

- A. the use of a secondary training location was disclosed to the board and approved during the initial application and/or re-application processes, and
- B. board staff have access to the secondary training facility or facilities to conduct compliance reviews and inspections as described in subpart 4 and 6700.0300 subpart 4.

Subp. 3 4. **Application Review.** The board shall: ~~Certification.~~ The board's duties with respect to certification include the following:

~~A. Not later than one year from the granting of provisional certification, the board shall grant or deny certification. Certification shall remain contingent upon periodic review by the board or by the executive director in addition to the requirements for a renewal application every five years as provided by item C.~~

~~B. Before a certified school offers any course from the professional peace officer education program at another site not included in its original application, the certified school must seek written approval from the board. The board shall consider those criteria in subpart 1 in determining whether the proposal will be approved.~~

~~C. By May 1, 1990, and every five years after that, the board must send a renewal application form to all certified schools. This application form must request information regarding the criteria contained in subpart 1. The coordinator must file the completed application with the board by November 1 of the year the application form was received. All applications for renewal of certification must be accompanied by evidence that the higher education system office governing the applicant school has approved the application of the school and, if required, that the application has been approved by the Minnesota Office of Higher Education. Upon review of the properly filed application form, the board shall renew the school's certification for another five years, if the board finds that the requirements of subpart 1 have been met. If a certified school does not comply with the requirements of this subpart, the school's certification will be deemed to have expired and the school will be required to reapply for certification under the procedures in subparts 1 and 2.~~

- A. review organization applications and supporting documents to ensure the organization has provided satisfactory proof of compliance with the licensing curriculum and has the appropriate tools and facilities to offer the curriculum; and
- B. conduct a full inspection of the applicant's amenities, including but not limited to, the organization's training facilities, and equipment. The board will not

approve any application for certification without a full inspection being satisfactorily completed.

Subp. 5. **Re-certification.** Every certified organization is required to re-certify with the board to deliver the Peace Officer Licensing Curriculum once every three years. Re-certification shall be granted by the board if the organization is compliant with the provisions described in subparts 2, 3, and 4. At their discretion, the board may require an organization delivering the Peace Officer Licensing Curriculum to re-certify more than once every three years.

Subp. 4- 6. ~~Certified school disciplinary action~~ **Organization requirements post certification.** Failure of a certified school to comply with any of the following requirements will result in imposition of disciplinary sanctions by the board against the certified school: Certified organizations must comply with requirements listed in this subpart. An organization's failure to comply with the requirements listed in items A-F may result in disciplinary action by the board against the certified organization, up to and including, the revocation of the organization's certification.

A. ~~provision of~~ Provide instruction consistent with according to the published learning objectives in the subject areas peace officer licensing curriculum for which the school organization was certified pursuant to rule 6700.0300, subpart 1;

B. Provide the board any necessary documentation or information that shows the certified organization is compliant with this part and rule 6700.0300. ~~filing with the board all information which the board requires;~~

C. Staff and faculty members of certified organizations must cooperate with any board investigation relative to its certification status. ~~cooperation of the staff and faculty of a certified school with any board investigation relative to its certification status;~~

D. ~~cooperation of the staff and faculty of a certified school~~ Staff and faculty members of certified organizations must cooperate with any board investigation of alleged misconduct by students, staff, or faculty in the giving or taking of examinations, reports, or other investigations required by the board. The staff and faculty shall report any misconduct which is discovered to the board. For purposes of this requirement, the term "misconduct" includes, but is not limited to, cheating on any licensing examination or tests required by the rules of the board or helping another to cheat; filing a false report with the board or the certified organization; or obstructing a board investigation;~~and~~

E. ~~Certified organizations and their staff must failure to~~ Comply with rules 6700.0300 to 6700.0500.

F. Certified organizations and their staff must comply with orders issued by the board.

Subp. ~~5~~ 7. **Disciplinary action and sanctions** ~~Sanctions.~~ ~~Sanctions for failure to~~
~~comply with the requirements in subpart 4 shall~~ Sanctions that may be imposed upon a
certified organization by the board include ~~be~~ one or more of the following: a letter of
censure to the ~~coordinator~~ certified organization's director ~~of the certified school~~; formal or
informal probation for the certified organization ~~school~~; or suspension, revocation, or
nonrenewal of the organization's certification ~~of the certified school~~.

Subp. ~~6~~ 8. **Disciplinary proceedings.** Disciplinary proceedings under this part shall
be conducted pursuant to the Administrative Procedure Act, Minnesota Statutes, chapter
14, and the rules of the Office of Administrative Hearings, parts 1400.5100 to 1400.8400.